



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,809 - \$3,515

FRAUD DIVISION

INLAND EMPIRE REGIONAL OFFICE

The Department of Insurance, Fraud Division is seeking an experienced clerical employee to provide support for the Inland Empire Regional office. The successful candidate will have to demonstrate a high degree of initiative and independence.

RESPONSIBILITIES: Duties will include, but are not limited to, properly matching incoming mail to existing files; delivering and retrieving files to/from the staff members and properly re-filing cases in the file room; fully prepare files to be shipped, stored or destroyed; perform other duties as assigned. The incumbent is required to work independently and must possess good computer skills and knowledge of a range of software applications including but not limited to Oracle and other databases (e.g. Microsoft Access, MS Excel). The incumbent must be able to use Microsoft Word with ability to produce accurate, timely reports. They are to employ good judgment to determine the method that works best to achieve the desired results. The Office Technician must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others; and performing other duties as required.

Background check and fingerprinting required.

This position requires incumbent to type 40 words per minute. Please submit a copy of your typing certificate with State application.

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Good typing skills;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks; and
- Ability to maintain a courteous and professional demeanor at all times.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typing) level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.**

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.



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APPLICATION PROCEDURE:

Please **mail** a completed standard [State Application STD 678](#), a Criminal Record Supplemental Questionnaire, and proof of meeting the minimum qualifications of the classification to Elizabeth Reyes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site: <http://jobs.ca.gov/pdf/crsq.pdf>.

NOTE: Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required), will eliminate you from being considered for the position.

Failure to include a completed Criminal Record Supplemental Questionnaire with your application may eliminate you from being considered for the position.

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted.

PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN # 413-586-1139-003, RPA 15-230" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered. For additional information, please call Elizabeth Reyes at (916) 492-3300.

FINAL FILING DATE: February 5, 2016 by 5:00 p.m. – Close of Business

01/11/16 ER

NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.